

HR Procedures for Full-Time and Permanent Part-Time Positions Effective Date: August 1, 2024

HR uses these procedures to manage position placement for employees as directed in Policy 315. 3.1., 3.3. and 3.4. HR will ensure the stakeholders are informed of the procedures when posting a position.

Position Posting:

- Policy 301.3.1 and USHE Policy R220 allows only the President to do direct appointments. President McIff has chosen to use that authority sparingly.
- Applies to **all** staff and faculty positions.
- Internal posting: May be done for director, dean, and higher positions; the VP over the position will decide whether to post internal or external and approve through the request process. May post for 14 or 5 calendar days; 5 being the recommended time.
- External posting: For all full-time and permanent part-time positions. For all job openings below director level. Post for a minimum of 14 calendar days or open until filled – requested by the supervisor and approved by the VP.

Screening:

- All applications will be screened by the HR Recruiting Specialist to ensure they meet the minimum qualifications defined by the job description. Candidates who do not meet the minimum qualifications will not be sent on to the selection committee, unless the committee requests to do a blind review on all applications. Those candidates will be notified after the committee selects candidates who they will interview that their application was not advanced to the next stage of the hiring process. Before notifying the screen-out candidates, consult with the committee chair to ensure there is no need for the committee to look at that pool of candidates.
- Redacted information for candidates who meet the minimum qualifications will be forwarded to the selection committee for a blind review. The selection committee may request specific professional or educational information not be redacted.

For a permanent part-time (non-benefitted) employee to compete for another permanent part-time (non-benefitted) position:

- Individual will have to apply, interview, and compete for a position when their current duties are significantly different than the duties of the new position. They must interview for the position even if they are the only one who applies.
- VP may transfer employees within their jurisdiction (Policy 315, 3.3) as long as the duties do not significantly change, the individual meets the position qualification requirements, and salary does not increase by more than 5% of their base pay.

For a part-time (non-benefitted) employee to compete for a full-time (benefitted position):

- There must be an approved position request posted externally for at least 14 calendar days.
- Individual will have to apply, interview, and compete for the position. They must interview for the position even if they are the only one who applies.

Promotions:

- The President has the authority under Policy 301 to appoint, but she chooses to exercise that authority sparingly.
- The safest course of action is to post the position and have the individual compete for the position. Inform the division VP of the procedural posting periods based on the final determination of the position.
- Salary increase may not exceed 5% of employee's current base salary. The employee must apply and compete for the position on any position that exceeds the 5% of their current salary base pay.
- Full-time employees should have at least one year of service in their current position to be considered for promotion and successfully complete their annual probation period (if applicable). The same applies to part-time employees, but they do not have probation periods. It is highly recommended they have one year in the position.
- There must be an approved position request or an available, open position equivalent to the desired position. A new position should not be created for promotion of an individual, but should be based on the needs of the College.
- Employee must meet the minimum job requirements, including education, for the position into which they are being recommended for promotion.
- The job responsibilities from the current position to the promotion position should not substantially change. Example: Administrative assistant to an executive assistant.

Reassignment (Moving an employee at the college's discretion due to reorganization, personality conflicts, opportunity to evaluate employee in a different location, and other critical needs).

- Policy 319, 9.1.2 governs staff reduction and reorganization situations.
- Supervisors should try to resolve personality conflicts through mentoring and seeking advisement from the HR Employee Relations Specialist before proposing to move an individual.
- Reassignments apply only to full-time employees and associated positions.
- Individual must have at least one year of service in their current position to be considered for reassignment, and successfully complete their annual probation period (if applicable).
- Ensure the reassignment is not greater than a lateral move.
- The job responsibilities from the current position to the new position must not substantially change.
- Position must be available with equivalent salary of the employee's base pay. A new position should not be created for the move.

Internal Positions:

- Director positions and higher may be bid internally, it is up to the VP to make that decision.
- Post the position for five calendar days.
- Forward all applicants' unredacted information to the committee.
- Committee members may select those whom they want to interview. There is no requirement to interview all applicants. We recommend they interview all candidates.
- If no one applies or applicants are not qualified or selected, then post externally for 14 calendar days or open until filled.